

2006

Laura Bush 21st Century Librarian Program Grant Application and Guidelines

Application Deadline: December 15, 2005

LAURA BUSH 21ST CENTURY LIBRARIAN PROGRAM

Grant Application and Information

Fiscal Year 2006

What is IMLS?

The Institute of Museum and Library Services (IMLS), an independent agency within the Executive Branch, was established by an Act of Congress in 1996 to improve museum, library, and information services. Within IMLS, the Office of Museum Services was established to encourage and assist museums in modernizing their methods and facilities so that they may be better able to conserve our cultural, historic, and scientific heritage; and to ease the financial burden borne by museums as a result of their increasing use by the public. The Office of Library Services was established to consolidate federal library programs, to stimulate excellence, and promote access to resources in all types of libraries for individuals of all ages, to promote library services that provide access to information through electronic networks, to provide linkages among and between libraries, and to promote targeted library services to people of diverse backgrounds and abilities.

IMLS provides support to all types of libraries through grants to states and through discretionary programs. For many museums, IMLS is the only source of federal support. The National Museum and Library Services Board, a presidentially appointed body confirmed by the Senate, provides policy advice to the director of IMLS.

For more information call or write:

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Visually or learning disabled people may obtain assistance in acquiring a cassette recording of this or any other IMLS grant information and guidelines booklet by contacting IMLS.

Burden estimate and request for public comments

Public reporting burden for this collection of information is estimated to average 40 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comment regarding this burden estimate or any other aspect of this collection of information, including suggestion for reducing this burden, to the Institute of Museum and Library Services, 1800 M Street, NW, 9th Floor, Washington, DC 20036-5802; and to the Office of Management and Budget, Paperwork Reduction Project (3137-0029), Washington, DC 20503.

CFDA No. 45.313



Dear Colleague:

In 2003, with a shortage of professional librarians on the horizon, First Lady Laura Bush called on IMLS to help recruit “a new generation of librarians” through a special funding initiative. Since then, the Librarians for the 21st Century program has funded 1,537 master’s degree students, 119 doctoral students, 660 preprofessional students, and 378 continuing education students. The program also supported a major national study on the future of librarians in the workforce.

I am pleased now to share with the library community the 2006 guidelines for what will now be called, fittingly, the Laura Bush 21st Century Librarian Program. The program continues its emphasis on recruiting and educating students at the master’s and doctoral levels, while also supporting efforts to recruit future librarians from the ranks of promising junior high, high school, and college students. It will help update the skills of current librarians and library staff through continuing education programs, help graduate schools of library and information science build institutional capacity through curriculum development in key areas, and support critical research to evaluate program effectiveness and develop strategies for recruiting and retaining librarians with the appropriate skills and characteristics to meet future users’ needs.

In fiscal year 2006, the program will also focus on the development or enhancement of programs that promote collaboration between educators and librarians employed in educational institutions.

The Laura Bush 21st Century Librarian Program will continue to help develop a new generation of highly skilled librarians who will expand the educational role of libraries for learners of all ages, from early childhood through retirement. This program has demonstrated an ability to spur new innovations in library service while upholding our field’s traditional values. We are excited by its potential to deliver even greater results in the future.

Sincerely,

Mary L. Chute
Acting Director

Table of Contents

part 1

GENERAL INFORMATION

The Opportunity: To Recruit and Educate a New Generation of Librarians	1.2
<i>For More Information</i>	<i>1.2</i>
Priorities	1.3
<i>Determining the Appropriate Funding Program</i>	<i>1.4</i>
Eligibility	1.5
<i>General Information</i>	<i>1.5</i>
<i>Special Conditions of Eligibility for Institutions of Higher Education</i>	<i>1.6</i>
<i>Partnerships</i>	<i>1.6</i>
Data Universal Numbering System/Taxpayer Identification Number	1.7
Conditions of a Grant	1.8
<i>Duration of a Grant</i>	<i>1.8</i>
<i>Project Start Date</i>	<i>1.8</i>
<i>Amount of Grant</i>	<i>1.8</i>
<i>Cost Sharing</i>	<i>1.8</i>
<i>Service Expectations/Recruitment</i>	<i>1.8</i>
<i>Student Placement</i>	<i>1.9</i>
<i>Use of Funds</i>	<i>1.9</i>
<i>Project Evaluation</i>	<i>1.9</i>
<i>Copyright/Work Products</i>	<i>1.9</i>
<i>Announcement of Award</i>	<i>1.10</i>
<i>Payment, Accounting, and Reporting Procedures</i>	<i>1.10</i>
Application Review and Evaluation	1.11
<i>Evaluation Criteria</i>	<i>1.11</i>

part 2

PREPARING AND SENDING THE APPLICATION

Assembling the Application Package	2.2
<i>Electronic Fill-in Application Forms</i>	<i>2.2</i>
How to Assemble the Application Package	2.9
Sending the Application to IMLS	2.11

<i>part 3</i>	APPLICATION FORMS	
	Application Checklist	3.2
	Face Sheet	3.3
	Laura Bush 21st Century Librarian Program Information	3.5
	Project Budget Form: Detailed Budget	3.6
	Project Budget Form: Summary Budget	3.8
	Sample Schedule of Completion	3.9
	Partnership Statement	3.10
	Organizational Profile Form	3.11
	IMLS Assurances	3.12

PART 1
GENERAL
INFORMATION

The Opportunity: To Recruit and Educate a New Generation of Librarians

The current shortage of school library media specialists, library school faculty, and librarians working in underserved communities underscores a looming crisis in librarianship, as fewer faculty are being prepared to educate new librarians and a greater number of professional positions are going unfilled. With a large percentage of library directors and other senior librarians expected to retire in the next twenty years, the shortage of professional librarians is likely to increase. In 2003, IMLS initiated this program to address this challenge to the library profession.

In 2006, the program will continue to support projects to recruit and educate the next generation of librarians, to develop faculty who will help in this endeavor, to develop library leaders, to attract high school and college students to consider careers in libraries, to conduct research, to build institutional capacity in graduate schools of library and information science, and to assist in the professional development of librarians and library staff.

In an effort to improve library outreach and meet the needs of diverse populations, the program this year invites projects to enable librarians and library staff to improve services to special needs audiences and to promote collaboration between educators and librarians. The program will also address the need of the field for new skills by supporting an early career development program for untenured, tenure-track faculty in schools of library and information science, as well as projects to provide library and information science students with skills in data curation.

We invite all members of the library community to play an active role in ensuring that the profession is prepared to meet the challenges of the 21st century by recruiting a new generation of librarians and faculty, preparing library leaders, and strengthening our schools of library and information science.

FOR MORE INFORMATION

IMLS encourages applicants to discuss project ideas and any questions about applying to this grant opportunity with program staff.

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Priorities

IMLS has established the following priorities for this program for Fiscal Year 2006:

PRIORITY 1 MASTER'S LEVEL PROGRAMS:

- **Educate the next generation of librarians.** In particular, increase the number of students enrolled in nationally accredited graduate library programs preparing for careers of service in libraries.

PRIORITY 2 DOCTORAL PROGRAMS:

- **Develop faculty to educate the next generation of library professionals.** In particular, increase the number of students enrolled in doctoral programs that will prepare faculty to teach master's students who will work in school, public, and academic libraries.
- **Develop the next generation of library leaders.** In particular, increase the number of students enrolled in doctoral programs that will prepare them to assume positions as library managers and administrators.

PRIORITY 3 PREPROFESSIONAL PROGRAMS:

- **Recruit future librarians.** In particular, attract promising junior high, high school, or college students to consider careers in librarianship through statewide or regional pilot projects employing recruitment strategies that are cost-effective and measurable.

PRIORITY 4 RESEARCH:

- **New in 2006:** Support the early career development of new faculty members who are likely to become leaders in library and information science by supporting innovative research by untenured, tenure-track faculty. For more information on the early career development program, contact Stephanie Clark at sclark@imls.gov and see Special Conditions of Eligibility for Institutions of Higher Education (page 1.6).
- **Provide the library community with information needed to support successful recruitment and education of the next generation of librarians.** In particular, through funded research, establish baseline data on professional demographics and job availability, and evaluate current programs in library education for their capacity to meet the identified needs.

For the purposes of these guidelines, the term *research* means both basic and applied research. Research proposals should pose a question and explain through the plan of work how the question will be investigated, how data will be gathered and analyzed, and how results will be evaluated and disseminated. Successful proposals will place the proposed work within the context of current research. Applied research may include testing in a real world environment, but must be carried out through an investigative methodology. Results from research must be generalizable.

PRIORITY 5 PROGRAMS TO BUILD INSTITUTIONAL CAPACITY:

- **Develop or enhance curricula within graduate schools of library and information science.** In particular:
 - Develop or enhance courses or programs of study for library, museum, and archives professionals in the creation, management, preservation, presentation, and use of digital assets.
 - Develop or enhance courses or programs of study related to the development of critical thinking skills, such as organization leadership and research methods.
 - Broaden the library and information science curriculum by incorporating perspectives from other disciplines and fields of scholarship, such as public policy, ethics, American studies, urban planning, mass communication, and instructional design.
- **New in 2006:** IMLS invites proposals to develop pilot projects or programs in data curation as training programs for graduate students in library and information science. Data curation includes the authentication, archiving, management, preservation, retrieval, and presentation for use and reuse over time of high-quality digital data in any format. Successful proposals will involve collaborations with public or private nonprofit data centers, including centers within the same institution as the applicant. One or more awards may be made.

PRIORITY 6 CONTINUING EDUCATION:

- **Develop or enhance programs of continuing education and training in library and information science for librarians and library staff.**
- **New in 2006:** IMLS invites proposals to develop or enhance programs of continuing education and training for librarians and library staff to improve library services to specialized audiences such as youth at risk, seniors, and those with ethnic, language, or other barriers to service.
- **New in 2006:** Develop or enhance programs to promote collaboration between educators and librarians employed in education institutions.

Proposals may include requests for salaries as well as student support.

Developing a diverse workforce of professional librarians is a goal of this recruitment and education effort. The diversity of persons recruited to the library profession should reflect the diversity of the communities they will serve. Recruitment proposals should address ways to enhance participation in the library profession by members of traditionally underserved groups and communities.

DETERMINING THE APPROPRIATE FUNDING PROGRAM

Proposals for research to support the successful recruitment of new librarians and proposals to support innovative research by untenured library and information science faculty (on any topic in library and information science) should be submitted under this program. Proposals for other research in library and information science should be submitted under the Research and Demonstration category of the 2006 National Leadership Grants for Libraries (see guidelines on the IMLS Web site at www.imls.gov).

The same proposal may not be submitted to IMLS under more than one category or program. A proposal must designate the single priority under which it is to be considered.

**GENERAL
INFORMATION**

Eligibility

All applicants must:

- be either a unit of state or local government or private nonprofit organization that has tax-exempt status under the Internal Revenue Code; and
- be located in one of the fifty states of the United States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, American Samoa, the Virgin Islands, the Commonwealth of the Northern Mariana Islands, the Republic of the Marshall Islands, the Federated States of Micronesia, or the Republic of Palau; and
- qualify as any of the following:
 1. A library or a parent organization, such as a school district, a municipality, a state agency, or an academic institution, that is responsible for the administration of a library. Eligible libraries include public libraries, elementary and secondary school libraries, college and university libraries, research libraries, and archives that are not an integral part of an institution of higher education and that make publicly available library services and materials that are suitable for scholarly research and not otherwise available, and private or special libraries that have been deemed eligible to participate in this program by the state in which the library is located.
 2. An academic or administrative unit, such as a graduate school of library and information science, which is a part of an institution of higher education through which it would make application.
 3. A digital library, if it makes library materials publicly available and provides library services, including selection, organization, description, reference, and preservation under the supervision of at least one permanent professional staff librarian.
 4. A library agency that is an official agency of a state or other unit of government and is charged by the law governing it with the extension and development of public library services within its jurisdiction.
 5. A library consortium that is a local, statewide, regional, interstate, or international cooperative association of library entities that provides for the systematic and effective coordination of the resources of eligible libraries, as defined above, and information centers that work to improve the services delivered to the clientele of these libraries.
 6. A library association that exists on a permanent basis, serves libraries or library professionals on a national, regional, state, or local level, and engages in activities designed to advance the well-being of libraries and the library profession.

IMLS recognizes the potential for valuable contributions to the overall goals of the Laura Bush 21st Century Librarian Program by public, nonprofit, non-U.S., and for-profit entities that do not meet the eligibility requirements above. Although such entities may not serve as the official applicants, they are encouraged to participate in projects as partners. Federally operated libraries and museums may not apply for the Laura Bush 21st Century Librarian Program grants, but may serve as non-essential partners to applicants if they do not receive IMLS grant funds as a result of the project. Contact IMLS before submitting a proposal involving a federal agency or federal collection. Other, nonfederal, entities may serve as partners and may receive IMLS grant funds as a result of the project. Consult with IMLS about any eligibility questions before submitting an application.

**See next page for Special Conditions of Eligibility
for Institutions of Higher Education.**

SPECIAL CONDITIONS OF ELIGIBILITY FOR INSTITUTIONS OF HIGHER EDUCATION

In addition to all eligible applicants listed above, institutions of higher education as noted under Priorities 1, 2, 4, and 5 are eligible to apply with these special conditions:

PRIORITY 1 MASTER'S LEVEL PROGRAMS:

- Graduate schools of library and information science or school library media certification programs are eligible to apply for funds to educate students at the master's level, if they apply in a partnership that includes one or more eligible library entities. Any of the eligible applicants in the partnership may serve as the lead applicant.

PRIORITY 2 DOCTORAL PROGRAMS:

- All graduate schools of library and information science offering programs of study at the doctoral level are eligible to apply for funding of doctoral level scholarships and fellowships, either individually or in a partnership.

PRIORITY 4 RESEARCH:

- For early career development projects:
 - all tenure-track faculty in graduate schools of library and information science are eligible to apply for early career development research funds;
 - the principal investigator must hold a doctoral degree, be untenured, and be in a tenure-track or equivalent position that has both educational and research responsibilities;
 - projects must have a single principal investigator with no co-investigators. Consultants and students may be included in the project; and
 - a letter of departmental endorsement, including verification of principal investigator eligibility, must be included in the application packet.
- For all other research projects, all eligible library entities (see page 1.5) may apply, either individually or in a partnership.

PRIORITY 5 PROGRAMS TO BUILD INSTITUTIONAL CAPACITY:

- All graduate schools of library and information science are eligible to apply for funding to build institutional capacity, either individually or in partnership.

PARTNERSHIPS

IMLS encourages partnerships that are on a scale sufficient to address the broadest possible needs, including statewide and regional collaborations. An application may include one or more partners. The lead applicant in a partnership must be eligible to apply as an individual entity and all members of a partnership should be active contributors to and beneficiaries of project activities.

The members of the partnership shall either designate one member of the partnership to apply for the grant or establish a separate, eligible legal entity, consisting of the partnership members, to apply for the grant. Any group application must contain a signed Partnership Statement that details the activities that each member of the partnership plans to perform and binds each member of the partnership to every statement and all assurances made by the applicant in the application. The applicant

shall submit the Partnership Statement with its application. A sample Partnership Statement is on page 3.10.

If IMLS makes a grant to a partnership, the lead applicant for the partnership is the grantee and is legally responsible for the use of all grant funds and for ensuring that the project is carried out by the partnership in accordance with applicable federal laws, regulations, and requirements. The lead applicant must be the fiscal agent but may subcontract with partners for other specific activities or services. Each member of the partnership is legally responsible for carrying out the activities it agrees to perform and using the funds it receives in accordance with applicable federal laws, regulations, and requirements.

Data Universal Numbering System (DUNS) / Taxpayer Identification Number (TIN)

In order to improve the statistical reporting of federal grants and cooperative agreements, the Office of Management and Budget has directed all federal agencies to require all applicants to federal grants to provide a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number when applying for federal grants or cooperative agreements on or after October 1, 2003. The DUNS number will be required whether an applicant is submitting a paper application or using the government-wide electronic portal (E-Grants).

Organizations should verify that they have a DUNS number or take the steps needed to obtain one. Organizations can receive a DUNS number at no cost by calling the dedicated toll-free DUNS Number request line at 1-866-705-5711 or by visiting <http://www.dnb.com/us/>. Individuals who would personally receive a grant or cooperative agreement award from the federal government apart from any business or nonprofit organization they may operate are exempt from this requirement.

The Taxpayer Identification Number (TIN) is an identification number used by the Internal Revenue Service (IRS) in the administration of tax laws. It is issued either by the Social Security Administration (SSA) or by the IRS. A Social Security Number is issued by the SSA whereas all other TINs are issued by the IRS. An Employer Identification Number (EIN), also known as a federal Tax Identification Number, is a nine-digit number that the IRS assigns to business entities. The IRS uses this number to identify taxpayers that are required to file various business tax returns.

If your organization does not have DUNS and TIN numbers, your application will be rejected.

Conditions of a Grant

DURATION OF A GRANT

Project activities may be carried out for a period of up to 36 months, except for Priority 2 Doctoral Programs project activities, which may be carried out for a period of up to 48 months.

PROJECT START DATE

Projects may begin no earlier than July 1 and no later than December 1. Projects must begin on the first day of the month and end on the last day of the month.

AMOUNT OF GRANT

Grants range from \$50,000 to \$1 million. IMLS will review and negotiate budgets as necessary. IMLS may award an amount less than that requested by an applicant.

COST SHARING

Applicants are expected to share project expenses through the applicants' and partner institutions' cost-share. Applicants to this program, other than those requesting research funds, are **REQUIRED** to provide cost sharing of at least one-half of the total cost of the project, excluding funds for student support. All listed expenses, including all cost sharing, must be incurred during the grant period. Government-wide uniform administrative rules and requirements apply. *Federal funds may not be used to meet cost-sharing requirements.*

- IMLS does not require a match for research proposals. However, IMLS will consider cost-sharing contributions as a competitive factor when evaluating research proposals (see Evaluation Criteria, page 1.11).
- Cost sharing is not required for funds to be provided to students in the form of scholarships, fellowships, other stipends, and/or tuition.
- IMLS encourages applicants to contribute as cost sharing the salaries of any permanent staff to be employed on a project in proportion to the amount of time they will spend on the project. *If IMLS funding is requested for salaries of permanent staff, the proposal should explain how their regular duties will be performed during the grant period.*
- The cost of student scholarships, fellowships, other stipends, and/or tuition may not be included in the amount on which indirect costs are requested.
- IMLS prefers that applicants provide at least 50 percent of the cost of any equipment to be purchased for the project.

Proposals that demonstrate strong institutional support through cost sharing are generally rated more favorably by reviewers.

SERVICE EXPECTATIONS/ RECRUITMENT

IMLS expects recipients of student support to return the investment of federal dollars by contributing to the library profession through employment in libraries or library education. Applicants requesting IMLS funds for student support should explain how they will incorporate this expectation into their programs and should include sample guidelines for potential students and agreements that will be required of successful recipients.

**STUDENT
PLACEMENT**

Under Priority 1, graduate schools of library and information science may apply for funding for master's level scholarship or fellowship programs **ONLY** in partnership with another eligible library entity. IMLS encourages proposals that include offers of continued employment to scholarship or fellowship recipients upon program completion. IMLS will not require an applicant to match every student position for which funds are requested with a prospective employer. However, the proposal should explain its plan for graduate placement and for tracking employment information for students who complete the program.

**USE OF
FUNDS**

Grant funds may not be used for construction, acquisition of collections, contributions to endowments, social activities, ceremonies, entertainment, or pre-grant costs. All revenues generated with project funds during the grant period must be reported as program income and should be applied to the grant recipient's cost sharing. All listed expenses must be incurred during the grant period. Government-wide cost principles apply. Applicants should explain how any funds used for student support that are recovered for nonfulfillment during and after the grant period will be used to further the goals of the project.

Funds requested for student support may not be used to replace any funds for scholarships, fellowships, tuition, or other stipends that would otherwise be offered to students enrolling in master's, doctoral, or preprofessional programs in library and information science.

**PROJECT
EVALUATION**

IMLS expects that most Laura Bush 21st Century Librarian Program grant activities will have measurable results, and IMLS expects grantees to evaluate and report on these results. IMLS supports and encourages the use of an evaluation tool called Outcomes Based Evaluation (OBE) when it is appropriate for the type of project to be conducted. Additional information about Outcomes Based Evaluation is available on the IMLS Web site at http://www.imls.gov/grants/current/crnt_obe.htm or upon request from IMLS. IMLS provides a two-day course on OBE for recipients of Laura Bush 21st Century Librarian Program grants. Applicants are required to request travel funds to attend this training and other IMLS-designated meetings. Applicants should budget \$2,000 per year for this IMLS-designated travel, or \$4,000 per year for partnership projects.

**COPYRIGHT/
WORK
PRODUCTS**

IMLS requires acknowledgment of IMLS assistance in all publications and other products resulting from the project. Products should be distributed free or at cost unless the recipient has received written approval for another arrangement. The recipient may copyright, with written permission, any work that is subject to copyright and was developed, or for which ownership was purchased, under an award. IMLS reserves, for federal government purposes, a royalty-free, non-exclusive, and irrevocable license to reproduce, publish, or otherwise use the work and authorize others to reproduce, publish, or otherwise use the work. IMLS requires that awardees provide three copies of any products produced with IMLS funds to IMLS with the final reports. Generally, a beta version of software developed on an IMLS funded project must be provided to IMLS as a product of the grant. Consult with IMLS regarding software development projects.

**ANNOUNCEMENT
OF AWARD**

No information about the status of an application will be released until all applications have been reviewed and all deliberations are concluded. IMLS will notify applicants of final decisions by mid-June 2006.

**PAYMENT,
ACCOUNTING,
AND
REPORTING
PROCEDURES**

A federal accounting office handles the payment of grants. Grant recipients may request cash advances or reimbursements as needed during the project period. Payments are made electronically. IMLS requires each grant recipient to maintain a restricted account for funds received during the project period. A recipient does not need to maintain a separate bank account for IMLS grant funds; however, it must establish and maintain a separate accounting category within an internal accounting system to show that the funds have been used for project costs only. This restricted accounting record must be adequate to satisfy normal auditing procedures. Grants are subject to the provisions of Office of Management and Budget audit requirements.

Grant recipients are required to submit semi-annual interim performance reports every six months during the grant period as well as annual financial reports. They are also required to submit a final performance report and a final financial report at the end of the grant period.

Application Review and Evaluation

IMLS staff determines whether an applicant is eligible and whether an application is complete. IMLS staff may contact applicants for information needed to make an eligibility determination. If an applicant is determined to be ineligible as an official applicant, the application will be rejected without evaluation. Similarly, incomplete applications are subject to rejection without evaluation. If IMLS rejects an application, the agency will notify the applicant of the decision by mail.

Institutions wishing to submit multiple proposals per deadline may do so. However, the same proposal may not be submitted to more than one category or program. A proposal must designate the single priority under which it is to be considered.

All eligible and complete applications will be competitively reviewed. All eligible applications will be evaluated by individual field review and/or panel review. Reviewers will have expertise in the types of activities and types of organizations identified in the proposed projects. Reviewers will be drawn from professionals in the field and from the areas of expertise required. The IMLS director will make funding decisions based on the evaluations by reviewers, the stated priorities for funding, and the overall goals of the program and of IMLS. Reviewers will be instructed to evaluate the proposed projects according to the criteria identified in these guidelines as supported by any appropriate attachments and supporting material.

Applicants should address all criteria in the Application Narrative.

EVALUATION CRITERIA

ASSESSMENT OF NEED AND INTENDED RESULTS

Evidence should be provided that shows the applicant identified an audience, performed a formal or informal assessment of the audience's needs, is aware of similar projects completed by other institutions, and developed the project goals as the best solution to answer the specified needs.

Research proposals should frame the project in the context of current research and explain the need for the research findings.

IMPACT

- Degree to which the project has one or more of the following characteristics:
- The project will increase the number of qualified professionals for employment as librarians throughout the country.
 - The project is likely to contribute to results or products that will benefit multiple institutions and diverse constituencies.
 - The project reflects an understanding of library service needs in the communities served by the applicant(s) and addresses issues facing libraries of similar size and type.
 - The project reflects a vision of potential change in the field that could result from the project. Innovative approaches to these issues will be given high consideration.
 - For research, the project will support the purposes and priorities of this program.

DIVERSITY

Degree to which the project identifies the diversity of the communities within its scope and explains how the project will address the library service needs of those communities, particularly the needs of traditionally underserved groups and/or communities.

**PROJECT
METHODOLOGY
AND
EVALUATION
PLAN**

Extent to which the project proposes efficient, effective, and successful approaches to accomplish clear goals and objectives. Evidence that the scope, methodology, and design are appropriate for the project proposed. Evidence that the project uses appropriate standards or best practices. Evidence that the evaluation plan ties directly to project goals through measurable project outcomes, findings, or products. Evidence that evaluation will provide reliable information on which to judge impact or base actions.

All proposals should explain how information on the demographic characteristics of the target populations, including persons to be recruited, educated, or employed in libraries or in library education, will be tracked over time.

For research, proposals should pose the research questions clearly, explain through the plan of work how the questions will be investigated, how data will be gathered and analyzed, and how results will be evaluated. The proposal should provide evidence that care has been taken to ensure that results will be valid, reliable, and generalizable.

For projects involving distance education, proposals should include information about the synchronous and asynchronous elements of any courses designed (e.g., face-to-face, streaming audio or video, Web-based course content, etc.). Proposals should explain the technical requirements for the institution and the students, as well as describe the course management system (CMS) that will be used to offer or support the course. The proposal should describe who will be able to take the course both during and after the grant period; how the course and course content would be made available to other entities who might wish to use or adapt the course, conditions of use, and what assistance would be provided to them; what costs would be charged to students, both during and after the grant period; and how potential students and/or providers will be made aware of the course (e.g., through a searchable portal or clearinghouse).

**PROJECT
RESOURCES:
BUDGET,
PERSONNEL,
MANAGEMENT
PLAN**

Evidence that the applicant will effectively complete the project activities through the deployment and management of resources including money, facilities, equipment, and supplies. Evidence that the project personnel demonstrate appropriate experience and expertise and will commit adequate time to accomplish project goals and activities. If the project includes partnerships, evidence that all partners are active contributors to and beneficiaries of the partnership activities. Extent to which the project budget is cost-effective, reasonable, and uses appropriate resources, including cost sharing as appropriate.

DISSEMINATION

Extent to which the results, products, models, findings, processes, or benefits will be made transparent and accessible through effective communication channels in the library and information fields, and, where appropriate, other professional organizations and communities. Examples include, but are not limited to, conference presentations, publications, Web sites, and community outlets.

SUSTAINABILITY

Extent to which the project's benefits will continue beyond the grant period, either through ongoing institutional support of project activities or products, including Web sites; development of institutional expertise and capacity; or through continuing access to project findings or products. Extent to which project will lead to systemic change within the institution as well as within the library field.

For projects involving distance education, proposals should identify who will own copyright to the course content and describe any restrictions placed on use of the course and course content during and after the grant period. Plans for preservation and maintenance of the course and course content during and after the expiration of the grant period should also be described.

PART 2

PREPARING AND SENDING THE APPLICATION

**(SEE INFORMATION
ON ELECTRONIC
FORMS, PAGE 2.2)**

Assembling the Application Package

An application requesting IMLS support for the Laura Bush 21st Century Librarian Program should include the following materials organized in the order listed:

1. Face Sheet (2 pages)
2. Laura Bush 21st Century Librarian Program Information Form (1 page)
3. Application Checklist
4. Abstract
5. Narrative
6. Schedule of Completion
7. Project Budget (Detailed, Summary, and Budget Justification)
8. Current, Federally Negotiated Rate for Indirect Costs, if applicable
9. Partnership Statement, if applicable
10. Proof of Nonprofit Status, if applicable
11. Applicant(s) Organizational Profile
12. Student Placement documentation
13. Resume(s) for key project personnel
14. Attachments
15. Electronic version of items 1, 2, 4, and 5 on 3.5-inch disk or a CD.

Please see page 2.9 for more information.

The applicant must submit one unstapled, loose-leafed original (with original signature of authorizing representative/authorizing official) plus 10 copies of the entire application (1 + 10 = 11), plus 2 additional copies of the Face Sheet and Program Information Form. Do not place the original or the copies in binders or notebooks.

Applicants are required to submit an electronic copy of items 1, 2, 4, and 5 on a 3.5-inch disk or a CD, formatted as a text file (.txt) or rich text file (.rtf) (formatting of the Face Sheet and Program Information Form need not be replicated). No submitted application materials will be returned.

ELECTRONIC FILL-IN APPLICATION FORMS

IMLS now makes all application forms available on our Web site in PDF (Portable Document File) format for download. Applicants can download the electronic version of an IMLS application form and, using freely available software, type into the forms on any computer. This eliminates the need for a typewriter or for re-creation of IMLS application forms. Note that the forms cannot be submitted electronically but can be completed online and then printed on the applicant's printer and mailed. **Caution:** The forms cannot be saved, so they must be completely filled in and printed in one operation. To access the fill-in application forms, visit <http://www.imls.gov/grants/appl/index.htm>. Alternatively, applicants may recreate the forms electronically following the IMLS format or may type on printed forms.

FACE SHEET

The Face Sheet is provided as pages 3.3–3.4 in the Application Forms section of this document. Use or replicate this form. The entire form is available as a fill-in form on the IMLS Web site.

INSTRUCTIONS**Item 1**

Enter the legal name of the organization that is making the application and its mailing address, Web address, and DUNS and TIN numbers. Please make sure also to include the Zip + 4 and the Congressional District in this address. To find your Zip + 4 code, please visit <http://zip4.usps.com/zip4/welcome.jsp>. To find your Congressional District, please visit <http://www.house.gov/> and enter the address including the Zip + 4.

Item 2

Enter a project title, brief description, and grant period start and end dates.

Item 3

Enter the name, address, and contact information of the person (project director) who will be responsible for carrying out the project and who will serve as the primary contact with IMLS regarding the progress achieved under the grant.

Item 4

If the project director performs all the grant administration tasks as well, check the “same as project director” box and go to the next item. If your institution has someone separate from the project director who manages the grant administration tasks, fill in that person’s information here.

Item 5

Check one applicant type that best describes the applying organization.

Item 6

Enter the name, address, and contact information of the person (authorizing representative/authorizing official) who has the authority to apply for federal support of the institution’s activities and enter into legal agreements in the name of the institution. (In those rare instances when a person who would normally serve as the authorizing representative/authorizing official is the project director, the name, title, address, etc. of the person to whom the project director reports – e.g., the board chair – should be entered here and that person should sign the application.)

**PROGRAM
INFORMATION
FORM**

The Laura Bush 21st Century Librarian Program Information form is provided on page 3.5 in the Application Forms section of this document. This page is available as a fill-in form on the IMLS Web site.

INSTRUCTIONS**Item 1**

If a library or other eligible entity does not have the authority to apply directly to IMLS for funding, enter the name and complete address of the parent organization

that is submitting the application on behalf of the eligible entity. Note whether the parent organization will manage grant funds if an award is made.

Item 2

Check the type of library that best describes the applying organization.

Item 3

Check yes if the applicant organization is a university or is part of a university.

Item 4

Check the priority the application addresses. Check only one.

Items 5 and 6

Enter the amount requested from IMLS and the amount of matching funds.

Item 7

List the names of all official partners. There must be a signed Partnership Statement from each of these organizations (see pages 2.7 and 3.10).

APPLICATION CHECKLIST

The Checklist is provided as page 3.2 in the Application Forms section of this document. This page is available as an electronic fill-in form on the IMLS Web site (see page 2.2). Use the Checklist to help you arrange the sections of the application in the correct order.

ABSTRACT

An Abstract of no more than one page, single-spaced (600-word maximum), addressing the following questions in a narrative format:

- Who is the lead applicant and who are the formal partners?
- What is the time frame for the project?
- What community need(s) will the partnership project address?
- Who is the intended audience for the activities?
- What will be the partnership project's activities, outcomes, and tangible products?
- What are the intended outcomes for audience members, in terms of measurable changes in knowledge, attitudes, or behavior?

NARRATIVE

A Narrative of no more than 10 single-spaced, one-sided pages should address the Evaluation Criteria listed on pages 1.11–1.13. Identify where in the Narrative each criterion is discussed. Use headings, bold type, a list of references to page or section numbers, or some other means to lead reviewers to the discussion of each evaluation criterion. Follow the order listed in the criteria where possible. Do not exceed the 10-page limit. The Narrative should explain what need the project will meet and should provide sufficient information for reviewers to evaluate all criteria. Detailed budget discussions should be included in budget justification. Planning documents that informed the project design, such as needs assessments or digitization plans, should be attached as appendices.

The Narrative must:

- conform to the space limits,
- use 8.5 by 11-inch paper,
- leave a margin of at least .5 inch on all sides,
- not exceed the allotted space,
- use a typeface that contains no more than six lines per vertical inch, and
- number all pages.

Use a typeface with standard spacing between letters and do not use a condensed typeface. It is essential that your Narrative be legible so that reviewers can easily read the information you provide. IMLS recommends that you produce the application Abstract and Narrative using a word processing system. *Handwritten applications will not be accepted.*

SCHEDULE OF COMPLETION

The applicant must provide a Schedule of Completion that shows when each major project activity will be completed and how grant funds will be expended throughout the project. The Schedule of Completion must correspond to the activities described in the Narrative. It must include direct costs requested from IMLS for each activity. A Sample Schedule of Completion is provided on page 3.9. The applicant need not follow the sample format but must provide the same information, indicating milestones for completion of each major project activity and showing how grant funds are to be spent over the course of the project.

BUDGET

The proposal must include a Detailed Budget, Summary Budget, and Budget Justification that explains the elements of the Detailed Budget. The budget should include costs to be supported by IMLS funds, applicant and third party matching and cost sharing, and any costs to be supported by other federal agencies.

Only those costs attributable to achieving specific project activities should be included in the budget. Refer to requirements for Cost Sharing and Use of Funds under Conditions of a Grant (pages 1.8–1.10) in preparing the budget. These budget pages are available as electronic fill-in forms on the IMLS Web site (see page 2.2).

DETAILED BUDGET

A Detailed Budget should include cost categories identified in the sample budget layout and should identify whether support is requested from IMLS or is contributed. A separate Detailed Budget must be submitted for each year of the project. All of the items listed, whether supported by grant funds or cost-sharing contributions, must be reasonable, necessary to accomplish project objectives, allowable in terms of the applicable federal cost principles, auditable, and incurred during the grant period. For services to be outsourced, the applicant should, whenever possible, provide detailed bids and justification of how the proposed contractor was selected. The budget should clearly and specifically identify sources of contributions. Consultant fees must identify costs by hourly rates or daily fees. The project budget must include \$2,000 per year for travel to attend IMLS designated meetings. For partnership projects, include \$4,000 per year for this purpose.

The costs of project activities to be undertaken by a third-party contractor, including a partner, should be listed under Services as a single line item that shows the amount that will be charged to IMLS grant funds and the cost sharing that will be done by the third party. A complete itemization of these costs should be attached to the IMLS budget form. If there is more than one contractor, the cost of each contract must be listed separately on the IMLS budget form and must have an attached itemization.

For this program, IMLS requires applicants to contribute at least one-half of the total cost of the project, excluding funds for scholarships, fellowships, and stipends.

INDIRECT COSTS

Indirect costs are project costs that an institution incurs that cannot be easily assigned to an individual project. They are also called “overhead” or “administrative costs.” Examples of indirect-cost type items are charges for utilities, insurance, use of office space and equipment owned by the applicant, local telephone service, and the salaries of the management and administrative personnel of the institution.

Institutions that do not have a federally negotiated indirect cost rate and do not wish to negotiate one may charge an administrative fee to the project of up to 15 percent. If an applicant chooses this option, it must be careful to exclude all indirect-cost type items from the budget and the fee may not be applied to distorting costs such as equipment purchases or subcontracts over \$5,000. (Applicants that choose this option should understand that they must maintain documentation to support overhead charges claimed as part of project costs.) IMLS will pay this administrative fee only on that portion of direct project costs that are supported by IMLS funds. This fee may also be applied to the project costs that will be supported by the applicant and may therefore be counted as part of the applicant’s match.

If an institution has a federally negotiated indirect cost rate that will be current at the time an award is made, this rate may be used to determine total project costs, as long as the rate is applied in accordance with the negotiated agreement and a copy of the negotiation is forwarded to IMLS with the application. However, IMLS will pay indirect costs only on the portion of the direct costs that are supported by IMLS funds. Indirect costs that are related to the direct project costs that will be cost shared by the applicant may be included in the budget only as a part of the applicant’s match. IMLS will not accept an indirect cost rate that is scheduled to expire before the award is issued. Institutions must use a federally negotiated indirect cost rate appropriate to the type of project proposed. For example, a rate for research may only be used for research projects. State library agencies applying for Laura Bush 21st Century Librarian Program grants are limited by statute to 4 percent for administrative costs.

An institution that is in the process of negotiating an indirect cost rate with a federal agency may apply the proposed rate to estimate total project costs as long as it follows the instructions in the previous paragraph in applying the rate and includes the indirect cost proposal in the application material. IMLS will not pay any indirect costs until a rate is negotiated and a copy of the final agreement is submitted to the IMLS Office of Grants Administration. If the award is issued before an indirect cost rate is negotiated, the amount of the award will be determined in part by the indirect cost rate that is used in the application budget, which will be considered a fixed rate for the duration of the grant unless the negotiated rate is lower. If this is the case, IMLS reserves the right to reduce the amount of the award accordingly.

An organization that will function as a partner in undertaking grant activities may charge the administrative fee of up to 15 percent mentioned in the above paragraph if it does not have a federally negotiated indirect cost rate that will be current at the time of award. If it chooses to charge indirect costs to the project, a copy of the indirect cost negotiation must be attached to the budget itemization.

SUMMARY BUDGET

The Summary Budget should clearly identify the amount requested from IMLS, and the amount provided by the applicant, by any partners, and from any other sources for cost sharing. This page is available as an electronic fill-in form on the IMLS Web site (see page 2.2).

BUDGET JUSTIFICATION

The Budget Justification should explain all elements of the Detailed Budget. For example, the Budget Justification should explain the role that each person listed in the project budget will play. It should also provide justification for all proposed equipment, supplies, travel, services, and other expenses. The applicant should provide specifications for all hardware and software for which IMLS funding is requested.

IMLS encourages applicants to contribute as cost sharing the salaries of permanent staff to be employed on a project in proportion to the amount of time they will spend on the project. If IMLS funding is requested for salaries of permanent staff, the proposal should explain why funds are requested for this purpose and how the regular duties of these individuals will be performed during the grant period. The Budget Justification should explain the role of any outside consultants and third-party vendors to be employed on the project and how each was identified and selected. Costs for third-party service providers should be documented by bids or otherwise justified.

A sample Partnership Statement is provided on page 3.10. The Partnership Statement must confirm all conditions identified on pages 1.6–1.7 of these guidelines.

If your organization is a private, nonprofit organization (if you answered Nonprofit with 501(c)(3) IRS Status, Nonprofit without 501(c)(3) IRS Status, or Other in Item 5 of the Face Sheet) you must submit a copy of the IRS letter indicating your organization's eligibility for nonprofit status under the applicable provisions of the Internal Revenue Code of 1954, as amended. IMLS will not accept a letter of state sales tax exemption as proof of nonprofit status.

The applicant and each official partner must provide an organizational profile. The Organizational Profile form is provided as page 3.11 in the Application Forms section of this document. This page is available as a fill-in form on the IMLS Web site.

Applicants requesting IMLS funds for student support must explain how they will incorporate this expectation into their programs. Include sample guidelines for potential students and agreements that will be required of successful recipients.

Institutions that offer continued employment should explain how they will incorporate employment opportunities into their programs. IMLS will not require an applicant to match every student position for which funds are requested with a prospective employer. However, the proposal should explain its plan for graduate placement and for tracking employment information for students who complete the program.

**PARTNERSHIP
STATEMENT
(IF APPLICABLE)**

**PROOF OF
NONPROFIT
STATUS (IF
APPLICABLE)**

**APPLICANT(S)
ORGANIZATIONAL
PROFILE**

**SERVICE
EXPECTATIONS/
RECRUITMENT**

**STUDENT
PLACEMENT**

RESUMES

Resumes or vitae of no more than two pages *each* for all key personnel (both staff and consultants) must be included.

ATTACHMENTS

Applicants should include documents that specifically relate to the justification for the project. IMLS strongly encourages inclusion of needs assessments, reports from planning activities, products or evaluations from previously completed or ongoing projects of a similar nature, or other documents for the evaluation of the proposal. Separately bound volumes or notebooks submitted as attachments will not be forwarded to reviewers.

How to Assemble the Application Package

Review your application package carefully before sending it to us. You must include *all* of the required items listed below and the proper number of copies. *Your application is subject to rejection without review if any required item is missing.* If you have any questions, contact IMLS at (202) 653-4700.

ASSEMBLE YOUR APPLICATION PACKAGE AS FOLLOWS

STEP 1: MAKE TWO PHOTOCOPIES OF YOUR FACE SHEET AND PROGRAM INFORMATION FORM IN ADDITION TO YOUR ORIGINAL.

Extra
Face Sheet
and Program
Information
form
(copy 1)

Extra
Face Sheet
and Program
Information
form
(copy 2)

STEP 2: COLLATE ONE ORIGINAL (COMPLETE) COPY OF YOUR APPLICATION AS FOLLOWS:

Face Sheet
with signature
and Program
Information
form
(3 pages)

Application
Checklist

Abstract

Narrative

Schedule of
Completion

Detailed
Budget by Year

Summary
Budget

Budget Justifica-
tion

Indirect Cost
Rate
(if applicable)

Partnership
Statement
(if applicable)

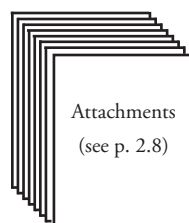
Proof of
Nonprofit
Status
(if applicable)

Organizational
Profile

Service Expecta-
tions/
Recruitment
Documentation

Student
Placement
Documentation

Resume(s)
(2 pages
per person)



3.5-inch disk



OR

CD



TURN PAGE FOR FURTHER INSTRUCTIONS

STEP 3: MAKE TEN (10) IDENTICAL SETS OF THE MATERIAL YOU ASSEMBLED IN STEP 2.

STEP 4: COLLATE YOUR PILES FROM STEPS 1-3 AS FOLLOWS:

Extra
Face Sheets
and Program
Information
forms
(2 copies)

STEP 1

Original
Application

STEP 2

Ten (10)
copies of the
application

STEP 3

YOUR MATERIALS ARE NOW READY TO SEND TO IMLS.

Note: IMLS will not do your photocopying or collating!

Sending the Application to IMLS

Ship applications to:

Laura Bush 21st Century Librarian Program (Postmarked by December 15)

Institute of Museum and Library Services

1800 M Street, NW

9th Floor

Washington, DC 20036-5802

SHIPPING

Shipping an application to IMLS:

- All applications must be postmarked no later than the application deadline. Applications that do not meet the postmark deadline will be rejected without evaluation.
- All of the first-class and Priority mail sent to IMLS through the U.S. Postal Service is put through an irradiation process, which results in lengthy delays in mail delivery. Support materials (e.g., CDs, videos, slides) put through the irradiation process may suffer irrevocable damage.
- Please consider using commercial delivery services. Applications do not need to be sent overnight; ground service is acceptable.
- If you must use the U.S. Postal Service, IMLS recommends certified or registered mail.
- Due to the length and number of copies required for complete submission, applications cannot be accepted by fax or e-mail.
- In the event that a deadline falls on a day U.S. Post Offices are closed, such as Sundays and federal holidays, IMLS will accept proposals postmarked the next business day.

IMLS ACKNOWLEDGMENT

- Within 30 business days after the application deadline, IMLS will mail applicants an acknowledgment form with an application log number. If this form is not received, contact IMLS to make sure the application was received.
- If an application is received more than 30 business days after the postmark deadline, it may not be sent out for review, and may be rejected. See Shipping, above, for information about postal delays.

PROOF OF SHIPPING

IMLS may ask for proof of shipping if the postmark date on the package cannot be read.

- The U.S. Postal Service does not always postmark a package when it receives one. Ask to have the package dated, then verify that it is properly date stamped.
- IMLS will accept a legible receipt stamped by the U.S. Postal Service or a legible dated shipping label, invoice, or receipt from a commercial carrier.
- IMLS will not accept private metered postmarks or private mail receipts unless they contain a legible date stamped by the U.S. Postal Service.
- If using registered mail, the green return receipt card does not meet the IMLS requirement for proof of shipping.
- If an application is received more than 30 working days after the postmark deadline, it may not be sent out for review, and may be rejected.

PART 3
APPLICATION
FORMS

Application Checklist

Use this checklist to help you arrange the sections of the application in the correct order. This form is available as a fill-in form on the IMLS Web site (see information on electronic forms, page 2.2).

- ☐ Face Sheet (2 pages)
- ☐ Program Information Form (1 page)
- ☐ Application Checklist
- ☐ Abstract
- ☐ Narrative
- ☐ Schedule of Completion
- ☐ Project Budget
 - ☐ Detailed Budget
 - ☐ Summary Budget
 - ☐ Budget Justification
- ☐ Current, Federally Negotiated Rate for Indirect Costs, if applicable
- ☐ Partnership Statement, if applicable
- ☐ Proof of Nonprofit Status, if applicable
- ☐ Applicant(s) Organizational Profile
- ☐ Service Expectations/Recruitment Documentation
- ☐ Student Placement Documentation
- ☐ Resumes of Key Personnel (no longer than two pages per person)
- ☐ Attachments, as appropriate
 - ☐ Report from Planning Activities (e.g., Needs Assessments)
 - ☐ Products or Evaluations from Previously Completed or Ongoing Projects of a Similar Nature
 - ☐ Other _____
- ☐ 3.5-inch disk or CD

Face Sheet

OMB No. 3137-0049

01/31/2007

CFDA No. 45.313

1. APPLICANT ORGANIZATION

Legal Name _____

Address 1 _____

Address 2 _____

City _____ County _____ State _____

Zip + 4/Postal Code _____ Congressional District _____

DUNS Number _____ Employer Identification Number (EIN/TIN) _____

Web Address http:// _____

2. PROJECT INFORMATION

Project Title _____

Project Description _____

Grant Period Start Date _____ End Date _____

(must begin between 7/1/06-12/1/06)

3. PROJECT DIRECTOR

Prefix _____ First Name _____ Middle Initial _____

Last Name _____ Suffix _____

Title _____

Address 1 _____

Address 2 _____

City _____ County _____ State _____

Zip + 4/Postal Code _____ E-mail _____

Phone _____ Fax _____

4. PRIMARY CONTACT/GRANTS ADMINISTRATOR

☐ Same as Project Director (skip to item 5)

Prefix _____ First Name _____ Middle Initial _____

Last Name _____ Suffix _____

Title _____

Address 1 _____

Address 2 _____

City _____ County _____ State _____

Zip + 4/Postal Code _____ E-mail _____

Phone _____ Fax _____

CONTINUE TO ITEM 5

5. TYPE OF APPLICANT: CHECK THE ONE THAT APPLIES

- ☐ State Government
☐ County Government
☐ City or Township Government
☐ Special District Government
☐ Regional Organization
☐ U.S. Territory or Possession
☐ Independent School District
☐ Public/State Controlled Institution of Higher Education
☐ Indian/Native American Tribal Government (Federally Recognized)
☐ Indian/Native American Tribal Government (Other than Federally Recognized)
☐ Indian/Native American Tribally Designated Organization
☐ Public/Indian Housing Authority
☐ Nonprofit with 501C3 IRS Status (Other than Institution of Higher Education)
☐ Nonprofit without 501C3 IRS Status (Other than Institution of Higher Education)
☐ Private Institution of Higher Education
☐ Individual
☐ For-Profit Organization (Other than Small Business)
☐ Small Business
☐ Hispanic-serving Institution
☐ Historically Black Colleges and Universities (HBCUs)
☐ Tribally Controlled Colleges and Universities (TCCUs)
☐ Alaska Native and Native Hawaiian Serving Institutions
☐ Nondomestic (non-U.S.) Entity
☐ Other (specify)_____

6. AUTHORIZING REPRESENTATIVE/AUTHORIZING OFFICIAL

By signing the application, I certify (1) to the statements contained in the list of certifications* and (2) that the statements herein are true, complete, and accurate to the best of my knowledge. I also provide the required assurances* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties.

(U.S. Code, Title 218, Section 1001)

☐ I Agree

*Certifications and assurances are set forth in the IMLS guidelines for the program to which application is made.

Prefix _____ First Name _____ Middle Initial _____
 Last Name _____ Suffix _____
 Title _____
 E-mail _____ Phone _____ Fax _____

Signature of Authorizing Representative/Authorizing Official

Date Signed

CFDA No. 45.313

Laura Bush 21st Century Librarian Program Information

1. Parent Organization/Organizational Unit (if applicable):

Name _____

Address 1 _____

Address 2 _____

City _____ State _____ Zip+4/Postal Code _____

☐ Parent organization will manage grant funds (check if applicable)

2. Type of Library (select one):

☐ Public Library

☐ Research Library/Archives

☐ School Library or School District applying on behalf of a school library or libraries

☐ Museum Library

☐ Library Association

☐ Academic Library

☐ Special Library

☐ Library Consortium

☐ State Library Agency

☐ Graduate School of Library and Information Science

☐ Four-Year College

☐ Community College

☐ Institution of Higher Education other than listed above

☐ Other, please specify: _____

3. Is the applicant organization university controlled? ☐ Yes ☐ No

4. Priority addressed in this application (check only one):

☐ Priority 1: Master's Level Programs

☐ Priority 2: Doctoral Level Programs

☐ Priority 3: Preprofessional Programs

☐ Priority 4: Research (Early Career Development)

☐ Priority 4: Research (other than Early Career Development)

☐ Priority 5: Programs to Build Institutional Capacity

☐ Priority 6: Continuing Education

5. Amount Requested \$ _____ 6. Amount of Matching Funds \$ _____

7. In the space below, include names of any organizations that are official partners of the project.

Project Budget Form

SECTION 1: DETAILED BUDGET

Year ☐1 ☐2 ☐3 ☐4 (Priority 2 proposals only) – Budget Period from ____ / ____ / ____ to ____ / ____ / ____

Name of Applicant Organization _____

IMPORTANT! READ INSTRUCTIONS ON PAGES 2.5–2.7 BEFORE PROCEEDING.

SALARIES & WAGES (PERMANENT STAFF)

NAME/TITLE	No.	METHOD OF COST COMPUTATION	IMLS	COST SHARE	TOTAL
_____	()	_____	_____	_____	_____
_____	()	_____	_____	_____	_____
_____	()	_____	_____	_____	_____
_____	()	_____	_____	_____	_____
TOTAL SALARIES & WAGES			\$ _____	_____	_____

SALARIES & WAGES (TEMPORARY STAFF HIRED FOR PROJECT)

NAME/TITLE	No.	METHOD OF COST COMPUTATION	IMLS	COST SHARE	TOTAL
_____	()	_____	_____	_____	_____
_____	()	_____	_____	_____	_____
_____	()	_____	_____	_____	_____
_____	()	_____	_____	_____	_____
TOTAL SALARIES & WAGES			\$ _____	_____	_____

FRINGE BENEFITS

RATE		SALARY BASE	IMLS	COST SHARE	TOTAL
_____	% of \$	_____	_____	_____	_____
_____	% of \$	_____	_____	_____	_____
_____	% of \$	_____	_____	_____	_____
TOTAL FRINGE BENEFITS			\$ _____	_____	_____

CONSULTANT FEES

NAME/TYPE OF CONSULTANT	RATE OF COMPENSATION (DAILY OR HOURLY)	NO. OF DAYS (OR HOURS) ON PROJECT	IMLS	COST SHARE	TOTAL
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
TOTAL CONSULTANT FEES			\$ _____	_____	_____

TRAVEL

FROM/TO	NUMBER OF: PERSONS	DAYS	SUBSISTENCE COSTS	TRANSPORTATION COSTS	IMLS	COST SHARE	TOTAL
_____	()	()	_____	_____	_____	_____	_____
_____	()	()	_____	_____	_____	_____	_____
_____	()	()	_____	_____	_____	_____	_____
_____	()	()	_____	_____	_____	_____	_____
TOTAL TRAVEL COSTS					\$ _____	_____	_____

Project Budget Form

SECTION 1: DETAILED BUDGET CONTINUED

Year ☐1 ☐2 ☐3 ☐4 (Priority 2 proposals only)

MATERIALS, SUPPLIES, & EQUIPMENT

ITEM	METHOD OF COST COMPUTATION	IMLS	COST SHARE	TOTAL
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
TOTAL COST OF MATERIALS, SUPPLIES, & EQUIPMENT \$		_____	_____	_____

SERVICES

ITEM	METHOD OF COST COMPUTATION	IMLS	COST SHARE	TOTAL
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
TOTAL SERVICES COSTS \$		_____	_____	_____

STUDENT SUPPORT (PRIORITIES 1, 2, AND 3)

ITEM	METHOD OF COST COMPUTATION	IMLS	COST SHARE	TOTAL
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
TOTAL STUDENT SUPPORT \$		_____	_____	_____

OTHER

ITEM	METHOD OF COST COMPUTATION	IMLS	COST SHARE	TOTAL
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
TOTAL OTHER COSTS \$		_____	_____	_____

TOTAL DIRECT PROJECT COSTS \$ _____

**TOTAL DIRECT PROJECT COSTS
EXCLUDING STUDENT SUPPORT \$** _____

INDIRECT COSTS

Check either item A or B and complete C. (See section on Indirect Costs, page 2.6.)

Applicant organization is using:

- ☐ A. an indirect cost rate which does not exceed 15% of modified total direct costs – may be listed only as cost sharing.
☐ B. Federally negotiated Indirect Cost Rate (see page 2.6).

Name of Federal Agency

Expiration Date of Agreement

C. Rate base(s) Modified Direct Costs

_____ %	of \$ _____	= \$ _____
_____ %	of \$ _____	= \$ _____
_____ %	of \$ _____	= \$ _____

	IMLS	APPLICANT	TOTAL
TOTAL INDIRECT COSTS CHARGED TO \$	_____	_____	_____

Project Budget Form

SECTION 2: SUMMARY BUDGET

Name of Applicant Organization _____

IMPORTANT! READ INSTRUCTIONS ON PAGES 2.5–2.7 BEFORE PROCEEDING.

DIRECT COSTS

	IMLS	COST SHARE	TOTAL
SALARIES & WAGES	_____	_____	_____
FRINGE BENEFITS	_____	_____	_____
CONSULTANT FEES	_____	_____	_____
TRAVEL	_____	_____	_____
MATERIALS, SUPPLIES, & EQUIPMENT	_____	_____	_____
SERVICES	_____	_____	_____
STUDENT SUPPORT	_____	_____	_____
OTHER	_____	_____	_____
TOTAL DIRECT COSTS	\$ _____	\$ _____	\$ _____
INDIRECT COSTS*	\$ _____	\$ _____	\$ _____

*You may request indirect costs from IMLS only on the direct project costs requested from IMLS.

TOTAL PROJECT COSTS \$ _____

AMOUNT OF IN-KIND CONTRIBUTIONS \$ _____
(INSTITUTIONAL COST-SHARING) INCLUDING INDIRECT COSTS

AMOUNT REQUESTED FROM IMLS, INCLUDING INDIRECT COSTS \$ _____

**FOR PROJECTS THAT WILL RECRUIT, EDUCATE, OR TRAIN
A SELECTED AUDIENCE, TOTAL NUMBER OF STUDENTS** \$ _____

COST PER STUDENT \$ _____
(DIVIDE AMOUNT REQUESTED FROM IMLS, INCLUDING DIRECT COSTS)

PERCENTAGE OF TOTAL PROJECT COSTS REQUESTED FROM IMLS _____ %
(MAY NOT EXCEED 50% EXCLUDING STUDENT SUPPORT - RESEARCH PROJECTS EXCEPTED. SEE COST SHARING ON PAGE 1.8)

Have you received or requested funds for any of these project activities from another federal agency?
(Please check one) ☐ Yes ☐ No

If yes, name of agency _____

Date of application _____ or award _____ Amount requested or received \$ _____

Partnership Statement

Use this format to provide information on each formal partnership. Information about partnership applications is on pages 1.6-1.7. All partners must sign a Partnership Statement.

1. Applicant organization (Partner 1) name: _____
2. Partner organization name: _____
3. List the Partner's key roles and responsibilities in the project:

We, the undersigned Partner organization, agree to the following:

- We will carry out the activities described above and in the Application Narrative.
- We will use any federal funds we receive from the Applicant organization in accordance with applicable federal laws and regulations as set forth in the program guidelines and the terms and conditions of the grant award.
- We assure that our facilities and programs comply with the applicable federal requirements and laws as set forth in the program guidelines.

Signature of Partner Authorizing Representative/Authorizing Official

Date

Name and Title of Partner Authorizing Representative/Authorizing Official (Type or Print)

Organizational Profile

Provide a separate organizational profile for the applicant and for each formal partner. Information about partnership applications is on pages 1.6–1.7. All formal partners also must sign a Partnership Statement (see page 3.10).

For the lead applicant:

1. Applicant organization name: _____
2. Organization mission: _____

3. Organization service area (audience served, including size, demographic characteristics, and geographic area): _____

For each formal partner:

1. Partner organization name: _____
2. Partner DUNS number: _____
3. Partner mailing address: _____

4. Partner project contact name: _____
Title: _____ Phone: _____
E-mail: _____
5. Governing control of partner (choose one):
☐ State ☐ County ☐ Municipal ☐ Private nonprofit ☐ University ☐ Tribal government
☐ Other (please specify): _____
6. Partner type of organization (from list on Program Information form, page 3.5): _____
7. Partner organization mission: _____

8. Partner organization service area (audience served, including size, demographic characteristics, and geographic area): _____

IMLS Assurances

The IMLS is required to obtain from all applicants certifications regarding federal debt status, debarment and suspension, non-discrimination, and a drug-free workplace. Applicants requesting more than \$100,000 in grant funds must also certify regarding lobbying activities and may be required to submit a "Disclosure of Lobbying Activities" (Standard Form LLL). Some applicants will be required to certify that they will comply with other federal statutes that pertain to their particular situation. These requirements are incorporated in the Assurances Statement below. If you receive a grant, you must comply with these requirements.

ASSURANCES STATEMENT

By signing the application form, the authorizing representative/authorizing official, on behalf of the applicant, assures and certifies that, should a grant be awarded, it will comply with the statutes outlined below and all related IMLS regulations. These assurances are given in connection with any and all financial assistance from IMLS after the date this form is signed, but may include payments after this date for financial assistance approved prior to this date. These assurances shall obligate the applicant for the period during which the federal financial assistance is extended. The applicant recognizes and agrees that any such assistance will be extended in reliance on the representations and agreements made in these assurances, and that the United States government has the right to seek judicial enforcement of these assurances, which are binding on the applicant, its successors, transferees, and assignees, and on the authorizing official whose signature appears on the application form.

I. CERTIFICATIONS REQUIRED OF ALL APPLICANTS

The authorizing representative/authorizing official understands that all financial assistance under this program is awarded by the Institute of Museum and Library Services. He or she further understands that First Lady Laura Bush is not involved in the review and approval of any application, and if awarded a grant under this program, the authorizing representative/authorizing official agrees that he or she will make no statement suggesting that First Lady Laura Bush has personally endorsed him or her or his or her institution in any capacity.

The authorizing representative/authorizing official agrees that his or her institution shall refer to any financial assistance awarded under this program as a "Laura Bush 21st Century Librarian Program grant from the Institute of Museum and Library Services." The authorizing representative/authorizing official further agrees that his or her institution will not otherwise associate the name Laura Bush with any fundraising or solicitation in connection with this program.

FINANCIAL, ADMINISTRATIVE, AND LEGAL ACCOUNTABILITY

The authorizing representative/authorizing official, on behalf of the applicant, certifies that the applicant has legal authority to apply for federal assistance and the institutional, managerial, and financial capability (including funds sufficient to pay the nonfederal share of project costs) to ensure proper planning, management, and completion of the project described in this application.

The authorizing representative/authorizing official, on behalf of the applicant, certifies that the applicant will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 (31 U.S.C. § 7501 et seq.) and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."

The authorizing representative/authorizing official, on behalf of the applicant, certifies that the applicant will comply with the provisions of OMB Circular No. A-110, "Uniform Administrative Requirements for Grants and Other Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations."

**FEDERAL
DEBT STATUS**

The authorizing representative/authorizing official, on behalf of the applicant, certifies to the best of his or her knowledge and belief that the applicant is not delinquent in the repayment of any federal debt.

**DEBARMENT
AND
SUSPENSION**

The authorizing representative/authorizing official, on behalf of the applicant, certifies to the best of his or her knowledge and belief that the applicant and its principals:

- (a) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;
- (b) have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction, or in connection with a violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and
- (d) have not within a three-year period preceding this application/proposal had one or more public transactions (federal, state, or local) terminated for cause or default.

**NON-
DISCRIMINATION**

The authorizing representative/authorizing official, on behalf of the applicant, certifies that the applicant will comply with the following nondiscrimination statutes and their implementing regulations:

- (a) Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. § 2000 et seq.), which prohibits discrimination on the basis of race, color, or national origin;
- (b) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 701 et seq.), which prohibits discrimination on the basis of disability;
- (c) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681-83, 1685-86), which prohibits discrimination on the basis of sex in education programs; and
- (d) the Age Discrimination in Employment Act of 1975, as amended (42 U.S.C. § 6101 et seq.), which prohibits discrimination on the basis of age.

**DRUG-FREE
WORKPLACE
ACT OF
1988**

- (A) The authorizing representative/authorizing official, on behalf of the applicant, certifies that the applicant will or will continue to provide a drug-free workplace by:
- (a) publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the action that will be taken against employees for violation of such prohibition;
 - (b) establishing an ongoing drug-free awareness program to inform employees about:
 - (1) the dangers of drug abuse in the workplace;
 - (2) the grantee's policy of maintaining a drug-free workplace;
 - (3) any available drug counseling, rehabilitation, and employee assistance programs; and
 - (4) the penalties that may be imposed on employees for drug abuse violations occurring in the workplace;
 - (c) making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
 - (d) notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will:
 - (1) abide by the terms of the statement; and
 - (2) notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace not later than five calendar days after such conviction;
 - (e) notifying the agency in writing within ten (10) calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer on whose grant activity the convicted employee was working, unless the federal agency has designated a central point for the receipt of such notices. Notices shall include the identification number(s) of each affected grant;
 - (f) taking one of the following actions within thirty (30) days of receiving notice under subparagraph (d)(2) with respect to any employee who is so convicted:
 - (1) taking appropriate personnel action against such an employee, up to and including termination consistent with the requirements of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 701 et seq.); or
 - (2) requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law, or other appropriate agency; and
 - (g) making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).
- (B) The applicant shall either identify the site(s) for the performance of work done in connection with the project in the application material or shall keep this information on file in its office so that it is available for federal inspection. The street address, city, county, state, and zip code should be provided whenever possible.

**CERTIFICATION
REGARDING
LOBBYING
ACTIVITIES
(APPLIES TO
APPLICANTS
REQUESTING
FUNDS IN
EXCESS OF
\$100,000)**

The authorizing representative/authorizing official certifies to the best of his or her knowledge and belief that:

- (a) no federal appropriated funds have been paid or will be paid, by or on behalf of the authorizing representative/authorizing official, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of a federal contract, the making of a federal grant, the making of a federal loan, the entering into of a cooperative agreement, or the extension, continuation, renewal, amendment, or modification of a federal contract, grant, loan, or cooperative agreement;
- (b) if any funds other than appropriated federal funds have been paid or will be paid to any person (other than a regularly employed officer or employee of the applicant) for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the authorizing official shall request, complete, and submit Standard Form LLL, "Disclosure of Lobbying Activities," in accordance with its instructions; and
- (c) the authorizing representative/authorizing official shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

**GENERAL
CERTIFICATION**

The authorizing representative/authorizing official, on behalf of the applicant, certifies that it will comply with all applicable requirements of all other federal laws, executive orders, regulations, and policies governing the program.

II. CERTIFICATIONS REQUIRED OF SOME APPLICANTS

The following certifications are required if applicable to the project for which an application is being submitted. Applicants should be aware that additional federal certifications, not listed below, might apply to a particular project.

SUBAGREEMENTS

Applicants who plan to use awards to fund subgrants, contracts, and subcontracts should be aware that they must receive the following certifications from applicants to grant programs and those who bid on contracts:

- (1) certification of compliance with the nondiscrimination statutes from institutional applicants and contractors, and
- (2) certification regarding debarment and suspension from applicants to grant programs (regardless of the amount requested) and from potential contractors and subcontractors who will receive \$100,000 or more in grant funds. Applicants are also required to include without modification the following wording in solicitations for all grant proposals and for contracts that are expected to equal or exceed \$100,000:
 - (a) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.
 - (b) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

**NATIVE
AMERICAN
HUMAN
REMAINS
AND
ASSOCIATED
FUNERARY
OBJECTS**

The authorizing representative/authorizing official, on behalf of the applicant, certifies that the applicant will comply with the provisions of the Native American Graves Protection and Repatriation Act of 1990 (25 U.S.C. § 3001 et seq.), which applies to any organization that controls or possesses Native American human remains and associated funerary objects, and which receives federal funding, even for a purpose unrelated to the Act.

**HISTORIC
PROPERTIES**

The authorizing representative/authorizing official, on behalf of the applicant, certifies that the applicant will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. § 470f), Executive Order (E.O.) 11593, and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. § 469 et seq.).

**ENVIRONMENTAL
PROTECTIONS**

The authorizing representative/authorizing official, on behalf of the applicant, certifies that the project will comply with environmental standards, including the following:

- (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969, as amended (42 U.S.C. § 4321 et seq.) and Executive Order (E.O.) 11514;
- (b) notification of violating facilities pursuant to Executive Order (E.O.) 11738;
- (c) protection of wetlands pursuant to Executive Order (E.O.) 11990, as amended by Executive Order (E.O.) 12608;
- (d) evaluation of flood hazards in floodplains in accordance with Executive Order (E.O.) 11988, as amended;
- (e) assurance of project consistency with the approved state management program developed under the Coastal Zone Management Act of 1972, as amended (16 U.S.C. § 1451 et seq.);
- (f) conformity of federal actions to State (Clean Air) Implementation Plans under section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. § 7401 et seq.);
- (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (42 U.S.C. § 300f et seq.); and
- (h) protection of endangered species under the Endangered Species Act of 1973, as amended (16 U.S.C. §§ 1531-1543).

The authorizing representative/authorizing official, on behalf of the applicant, certifies that the project will comply with the Wild and Scenic Rivers Act of 1968, as amended (16 U.S.C. §1271 et seq.), related to protecting components or potential components of the national wild and scenic rivers system.

The authorizing representative/authorizing official, on behalf of the applicant, certifies that the applicant will comply with the flood insurance requirements of the Flood Disaster Protection Act of 1973, as amended (42 U.S.C. § 4001 et seq.), which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.

**RESEARCH
ON HUMAN
AND
ANIMAL
SUBJECTS**

The authorizing representative/authorizing official, on behalf of the applicant, certifies that the project will comply with 45 C.F.R. Part 46 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.

The authorizing representative/authorizing official, on behalf of the applicant, certifies that the project will comply with the Laboratory Animal Welfare Act of 1966, as amended (7 U.S.C. § 2131 et seq.), pertaining to the care, handling, and treatment of warm-blooded animals held for research, teaching, or other activities supported by this award of assistance.

For further information on these certifications, contact IMLS at 1800 M Street, NW, 9th Floor, Washington, DC 20036-5802, or call (202) 653-IMLS (4657).

TIPS FOR WRITING GOOD GRANT PROPOSALS

- Start with a good idea! Identify the problem you are trying to solve and a potential solution that grant funding would support. Remember that competitive programs are often very competitive. In general, projects that benefit more than one institution and reach a broad audience will be the most competitive.
- Match your idea with the appropriate funder and program—contact the program officer to find out if your idea matches the goals of the program.
- Read the program guidelines carefully and note all instructions and deadlines. It takes time to develop a good proposal and a good project, so give yourself plenty of it.
- Assemble your project team, including external partners—your team will be your most important asset.
- Meet to discuss all aspects of the project and all of the program evaluation criteria—identify assets, weaknesses, and potential allies. Ask questions: Who is the target audience? What are the anticipated outcomes (who will benefit and how)? How can the benefits be measured (how will you know if you succeed)? Who will know about it? Generally, projects involving two or more institutions will require time and ongoing discussions to develop a strong relationship, but projects based on these kinds of collaborative relationships will be more competitive for funding and more successful in execution. Involve potential allies as partners, members of advisory boards, or writers of support letters. They will help to disseminate results and extend the benefit.
- Develop a draft proposal—follow the recommended format and all instructions, and address all of the evaluation criteria in the order prescribed. Be sure to highlight your assets and try to resolve potential weaknesses (e.g., arrange to hire a consultant if your team lacks expertise in a specific area). Write in plain, understandable language.
- Contact your program officer for clarification of questions.
- Ask others who have not been involved in the project to read your draft—they may notice an important omission or weakness.
- Revise your proposal and submit it on time.
- If your proposal is not successful, do not be discouraged. Read the reviewers' comments carefully—they can provide important suggestions for improving your project. Ask your program officer to help clarify any comments that you do not understand.

IMLS programs do not discriminate on the basis of race, color, national origin, sex, handicap, or age. For further information, write to the Civil Rights Officer, Institute of Museum and Library Services, 1800 M Street, NW, 9th Floor, Washington, DC 20036-5802.



1800 M Street, NW, 9th Floor

Washington, DC 20036-5802

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